

Approved For Release 2000/08/03 : CIA-RDP72-00450R000100320009-8
RECORDS MANAGEMENT STAFF CALENDAR YEAR 1959 PROGRAM

17 December 1958 Rec. Mojt 1-2

FUNCTION AND PERSONNEL	GRADE AND STEP	COST OF FUNCTION		PROJECTS AND CONTINUING ASSIGNMENTS	TITLE	MAN-YEARS	SALARIES
		MAN-YEARS	SALARY				
1. RECORDS DISPOSITION 25X1A9a	13/3 12/2 11/3 11/2	.75 1.00 1.00 .33	\$ 7,767 8,570 7,510 2,433	a. Audit existing Records Control Schedules and develop new ones. b. Provide liaison with National Archives and other Federal agencies. Conduct other records disposition and archival duties including selection and preservation of permanent records for official Agency Archives.		2.83 .25	\$23,698 8,582
	TOTALS	<u>3.08</u>	<u>\$26,280</u>			<u>3.08</u>	<u>\$26,280</u>
2. VITAL MATERIALS 25X1A9a	12/3	.33	\$2,937	a. Conduct Agency Vital Materials Program.		.33	\$ 2,937
		<u>.33</u>	<u>\$2,937</u>			<u>.33</u>	<u>\$ 2,937</u>
3. RECORDS MAINTENANCE 25X1A9a	13/2 13/3 12/6 12/3 12/1 11/2 9/1	.25 .25 1.00 .67 .50 .67 1.00	\$2,537 2,592 9,530 5,873 4,165 4,871 5,985	a. (Project). Install subject-numeric filing systems. b. (Project) Complete 7 shelf file installations and explore potential of 10 others. c. Review requisitions for filing supplies and equipment; develop standards for specialized filing equipment and systems. d. (Project) Develop a standard filing system for Intelligence Analysts. e. (Project) Standardize and simplify headquarters mail registry and document control systems.		2.00 .67 1.17 .50 0	\$17,411 4,418 9,049 4,675 0
	TOTALS	<u>4.34</u>	<u>\$35,553</u>			<u>4.34</u>	<u>\$35,553</u>

RECORDS MANAGEMENT ST. CALENDAR YEAR 1959 PROGRAM (CONTINUED)

FUNCTION AND PERSONNEL

GRADE AND STEP

COST OF FUNCTION
MAN-YEARS SALARY

PROJECTS AND CONTINUING ASSIGNMENTS

TITLE

MAN-YEARS

SALARIES

4. FORMS MANAGEMENT



13/2	1.00	\$10,130	a. Design new and revised forms. b. Review requirements for reprinting and restocking Agency forms. c. Analyze forms usage and currency to provide up-to-date indexes of controlled forms, and to eliminate obsolete forms.	5.40	\$44,474
12/3	1.00	8,810		.50	3,755
11/5	1.00	7,990			
11/3	1.00	7,510			
11/3	.60	4,506			
11/3	1.00	7,510			
11/1	1.00	7,030			
TOTALS	6.60	\$53,486		.70	5,257
				6.60	53,486

5. REPORTS MANAGEMENT

25X1A9a	13/2	.05	\$ 506	a. Conduct Agency Reports Management Program.	.05	\$ 506
	TOTALS	.05	\$ 506		.05	\$ 506

6. CORRESPONDENCE MANAGEMENT

25X1A9a	13/2	.05	\$ 506	a. Conduct Agency Correspondence Management Program.	.05	\$ 506
	TOTALS	.05	\$ 506	b. Establish and chair a headquarters correspondence style board, to review recommendations for government wide style standards being developed by General Services Administration.	0	0

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FUNCTION AND PERSONNEL	GRADE AND STEP	COST OF FUNCTION		PROJECTS AND CONTINUING ASSIGNMENTS		
		MAN-YEARS	SALARY	TITLE	MAN-YEARS	SALARIES
7. ADMINISTRATION						
25X1A9a	15/5	1.00	\$13,970	a. Direct the Agency Records Management Program.	1.00	\$13,970
	13/2	.65	6,584	b. Program development to include: Workshops, exhibits, File Cleanup Campaign, training for staff and line Records Officers, handbooks and promotional releases.	1.00	9,230
	12/1	.50	4,165	c. Provide staff assistance to the Chief, Records Management Staff.	.15	1,519
	11/3	.40	3,004	d. Provide liaison with Records Center on telephone requests for records retired to the Center (Headquarters-wide service).	.45	1,926
	5/7	1.00	4,940	e. Provide general administrative and clerical support (stenographic, typing, filing, T & A, mail control, etc).	1.55	6,769
	4/1	1.00	3,755	f. Prepare Management Staff budget, Maintain budget accounting records, conduct charity and blood donor drives.	.40	3,004
	TOTALS	4.55	\$36,418		4.55	\$36,418
	GRAND TOTAL	19.00	\$155,686		19.00	\$155,686

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